

9.3.4 Review and Approval of Electrical Equipment Built In House

1. **Purpose**

- 1.1. Specifies the procedure to be employed by group supervisors to insure that all electrical equipment built in-house has been reviewed and approved.

2. **Responsibilities**

- 2.1. The Collider–Accelerator Department’s (CA) Chief Electrical Engineer (CEE) shall designate personnel who may perform equipment reviews and their area of authority.
- 2.2. The Collider–Accelerator Department’s (CA) CEE may designate, via a generic construction permit, personnel who can build specific equipment that can be used without a review.
- 2.3. C-A Group supervisors shall insure that all in-house built electrical equipment be submitted, prior to use, to the Collider–Accelerator Department CEE, or designee, for review, as specified in this procedure.

3. **Prerequisites**

None

4. **Precautions**

None

5. **Procedure**

- 5.1. The group supervisor shall determine, if a piece of electrical equipment that is to be built by group personnel, is covered by an existing generic construction permit.
- 5.2. If a permit applies, then the group supervisor shall insure that a permit holder does the construction and obtains the tag/sticker from the CEE, or designee.
- 5.3. If there is no applicable permit, the group supervisor shall contact the CEE, to arrange for a review by a designated individual, or for the issuance of a generic permit.
- 5.4. The CEE, or designee, shall issue the review tag/sticker.
- 5.5. The group supervisor shall attach tag/sticker to the equipment.

6. Documentation

- 6.1. Review Report.
- 6.2. Generic construction permits.
- 6.3. Record of Tag/Sticker in Log or equivalent.
- 6.4. Tag/Sticker on Equipment.

7. References

None

8. Attachments

- 8.1. Collider–Accelerator Department electrical review sticker/Tag.

Attachment 8.1
Collider-Accelerator Department
Electrical Review
Sticker and Tag



Sticker



Tag



Tag [Reversed Side]